



# MERCY HOUSE

OF CHAMBERSBURG

**Position:** House Manager (LPN)

**Responsible to:** Clinical Care Director

**Status:** Full time, hourly

The House Manager, under the general supervision of the Clinical Care Director, provides quality end-of-life care to guests and support to family and visitors. The manager must be prepared to assist in any way needed to ensure smooth functioning of Mercy House and engage in attitudes and actions compatible with the Mercy House mission.

## Functional Duties

- Adhere to daily schedule guidelines for assigned shift
- Oversee and support direct caregivers
- Assist with routine personal care to guests as needed
- Work collaboratively with hospice agencies to ensure guest needs are being met
- Administer medication per guest care plan, under the direction of their hospice provider
- Oversee, assist, and/or perform meal preparation, laundry, and housekeeping duties as needed.
- Assist other staff and/or volunteers as needed
- Read and implement the personal care interventions on the care plan for each guest
- Complete accurate documentation
- Notify the hospice nurse of all guest problems and concerns as appropriate
- Perform other relevant duties as required

## Requirements

- Current Licensed Practical Nurse in the state of Pennsylvania
- Pass a criminal background check
- Previous experience in healthcare, personal care, skilled nursing, end-of-life care, or hospice preferred
- Knowledge of guest comfort and personal care
- Excellent communication and relationship building skills
- Ability to handle sensitive and emergency situations with a calm presence
- Attendance reliability
- Complete required Mercy House of Chambersburg training and periodic updates
- Compliance with TB policy
- Ability to lift 35 lbs.

## Working Conditions

- Potential exposure to bodily fluids, air born contaminant

*This job description does not state or imply that these are the only duties to be performed in this position.*